

**Table 4. Summary of Nature of Action Codes (Abbreviations to be used are in bold type.)**

A=ADDITIONS

<b>Appoint</b>	<b>Abolish</b>
A11 Appointment	E72 Abolish position
A12 No service break, same cabinet & dept.	<b>Pos # Chg</b>
A13 No service break, chg cabinet & dept or same cabinet, diff dept.	E81 Correct/redo pos. #
A14 Previous service, same cabinet & dept.	E82 Other
A15 Up to the Mid-point of Grade	<b>G=WAGE ADJUSTMENT</b>
A16 Minimum of Grade – <b>Returning Retiree Only</b>	<b>Increment</b>
A17 Up to the Mid-point of Grade - <b>Returning Retiree Only</b>	G11 6 month probationary increment
A18 Previously Unclassified Employee with No Prior Classified Service-Minimum of Grade	G12 6 month non-merit increment
A19 Previously Unclassified Employee with No Prior Classified Service-Up to the Mid-point of Grade	G13 annual inc. only, merit & n-merit
<b>Reinstate</b>	<b>Pro Incse</b>
A21 Reinstatement, 12 mo. break	G21 After probation, increase in base
A22 Reinstatement, (Worked within 12 months)	G22 After probation, lump sum (N/A)
A23 Reinstatement by board or court order	<b>Ed Incse</b>
<b>Reemploy</b>	G31 Ed Increase
A31 Re-employment	<b>Shift/Weekend Premium</b>
<b>Trans In</b>	G41 Start shift/weekend premium
A41 Transfer Into	G42 Stop shift/weekend premium
<b>C=CLASSIFICATION</b>	<b>Sal Chg</b>
<b>Reclass</b>	G51 Salary Change
C11 higher grade & base	G53 Adj for Continuing Exc (ACE)
C12 higher grade+lump sum (N/A)	G54 Emp Recog. Award (ERA)
C13 same grade & salary	G55 Due to New Appointee Salary
C14 lower grade, same salary	G57 Salary Adjustment
<b>Realloc</b>	G58 Salary Adjustment Per Legislation
C21 higher grade & base	<b>Pay Type</b>
C22 higher grade+lump sum (N/A)	G61 Hourly to Salary
C23 same grade & salary	G62 Salary to Hourly
C24 lower grade, same salary	<b>K=SUSPENSION</b>
C25 higher grade, same salary	<b>Suspend</b>
<b>Grade Chg</b>	K11 Time and Attendance
C31 higher salary	K12 Work Performance
C32 same salary	K13 Job Abandonment
C33 salary sch chg, gr 3-9	K14 Patient/Client Abuse
<b>Range Chg</b>	K15 Sleeping on the Job
C41 higher salary	K16 Policy Violation
C42 same salary	K17 Insubordination
<b>Title Chg</b>	K18 Alcohol/Drug Use
C51 Title Change/Title Code	K19 Misconduct
C52 Agreed Order/Title	K20 Other
<b>E=POSITION NUMBER</b>	<b>Fine (N/A)</b>
<b>Trans W/In</b>	K31 Time and Attendance (N/A)
E10 Invol. Trans, same cabinet, diff dept	K32 Work Performance (N/A)
E11 Vol. Trans, same cabinet & dept.	K33 Job Abandonment (N/A)
E12 Vol. Trans, same cabinet, diff dept.	K34 Patient/Client Abuse (N/A)
E13 Trans w/title chg, same cabinet & dept.	K35 Sleeping on the Job (N/A)
E14 Trans w/title chg, same cab, diff dept.	K36 Policy Violation (N/A)
E16 Invol. Trans, same cabinet & dept.	K37 Insubordination (N/A)
<b>Promote</b>	K38 Alcohol/Drug Use (N/A)
E21 Higher grade, Incse added to base	K39 Misconduct (N/A)
E22 Higher grade, Lump sum payment (N/A)	K40 Other (N/A)
E24 Ingrade Prom, salary & grdge no chg probation period	<b>M=MISCELLANEOUS ACTIONS</b>
<b>Demote</b>	<b>SSN Chg</b>
E30 Lower grade, same or lower salary, Invol.	M11 Social Security Number Chg
E31 Lower grade, same salary, vol.	<b>Empl Stat</b>
E32 Lower grade, lower salary, vol.	M21 Chg employee status
E33 Demotion, same grade & salary	M22 Chg employment type
<b>Reorg</b>	M23 Chg position merit status
E41 Exec. Order	M24 Chg work county
E42 Admin. Order	M25 Fund Source
E43 Legislation	M26 FLSA/OT
E44 De-organization	M27 Retirement
<b>Detail</b>	<b>Pers Stat</b>
E51 Detail to Special Duty	M30 Adjust Promotion Date
<b>Reversion</b>	M31 Increment Date chg
E61 From detail, promotion, or unclassified service	M32 Name chg
<b>Establish</b>	M33 Home address/phone chg
E71 Establish position	M34 Work address/phone chg
	M35 Chg race/sex status
	M36 Chg birthdate
	M37 Chg workman's comp (N/A)
	M38 Chg home county
	M39 Chg state/local tax codes
	<b>Overlap</b>
	M41 Temp Overlap
	<b>Pilot Project</b>
	M51 Start Pilot
	M52 Stop Pilot
	<b>Location/Crew Change</b>
	M61 Loc/Crew Change for Cab. 35 only

S=RETURNS FROM LEAVE W/ &amp; W/O PAY

<b>Ret W/O Pay</b>
S11 Military
S12 Educational
S16 Sick
S17 Other
S18 Best Interests of State
S31 Suspension
<b>Ret W/ Pay</b>
S51 Educational
S52 Best Interests of State
S53 Administrative Leave
<b>W=LEAVES TO W/ &amp; W/O PAY</b>
<b>Lv W/O Pay</b>
W11 Military
W12 Educational
W16 Sick
W17 Other
W18 Best Interests of State
<b>Lv W/ Pay</b>
W31 Educational
<b>Spec Lv W/ Pay</b>
W41 Special, For Investigative Purposes
W42 Administrative Leave
<b>Y=SEPARATIONS</b>
<b>Trans Out</b>
Y01 Transfer (appoint auth. chg)
<b>Terminate</b>
Y02 Time-Limit Terminate
Y03 Terminate
Y04 Initial Probation
<b>Resign</b>
Y11 Salary
Y12 Lack of Opportunity
Y13 Personal Conflict
Y14 Marriage
Y15 Job Incompatibility
Y16 Return to School
Y17 Health
Y18 Family Reasons
Y19 Transportation
Y20 Moving
Y21 To be Re-appointed, same cabinet, diff dept or diff cabinet
Y22 Other
Y23 From Leave
Y24 To be Re-appointed, same cabinet & dept.
Y25 Resign, accept w/ prejudice
<b>Retire</b>
Y31 Disability
Y32 Early
Y34 Normal
Y35 From Leave
Y36 Accepted with Prejudice
<b>Dismiss</b>
Y41 Time and Attendance
Y42 Work Performance
Y43 Job Abandonment
Y44 Patient/Client Abuse
Y45 Sleeping on the Job
Y46 Policy Violation
Y47 Insubordination
Y48 Alcohol/Drug Use
Y49 Misconduct
Y50 From Suspension
Y51 Other or From Leave
<b>Layoff</b>
Y61 Lack of Work
Y62 Lack of Funds
Y63 Reorganization
Y64 Other
<b>Death</b>
Y71 Deceased

Abbreviations not apparent are:

Chg=change                      Pos=position  
Trans=transfer                Incse=increase  
W/In=within                    Sal=salary  
W/O=without                    Ret=return  
N/A=Not Available